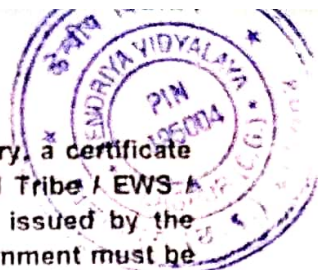




**GENERAL INSTRUCTIONS FOR ADMISSION TO CLASS  
IN K V BILASPUR (2021-22)**

1. All the candidates selected provincially for admission to class 1 are requested to submit following documents in the sequence mentioned below (Documents/Certificates must be as per KVS proforma if available in website  
(<https://kvsonlineadmission.kvs.gov.in/proformadocuments.html>)
  1. ADMISSION FORM (DOWNLOADED FROM WEBSITE)
  2. PRINT OUT OF ONLINE REGISTRATION FORM FILLED BY PARENT
  3. ANNEXURE-I (declaration)(DOWNLOADED FROM WEBSITE)
  4. A SELF ATTESTED COPY OF DATE OF BIRTH CERTIFICATE
  5. SERVICE CERTIFICATE DULY SIGNED AND STAMPED BY CONTROLLING OFFICER, FOR CENTRAL/STATE GOVT. EMPLOYEE, IF APPLICABLE
  6. TRANSFER DETAILS OF PARENTS DULY SIGNED AND STAMPED BY CONTROLLING OFFICER, IF APPLICABLE
  7. CASTE CERTIFICATE (SC/ST/OBC-NCL) IF APPLICABLE
  8. BPL/EWS/D.A. CERTIFICATE ISSUED BY COMPETENT AUTHORITY, IF APPLICABLE
  9. DISTANCE DECLARATION BY PARENTS
  10. ADDRESS PROOF AS PER REGISTRATION FORM FILLED ONLINE
  11. A SELF ATTESTED COPY OF ADHAR CARD OF CANDIDATE
  12. A SELF ATTESTED COPY OF BLOOD GROUP OF CANDIDATE
  13. CERTIFICATE OF EX-SERVICEMAN, IF APPLICABLE
  14. LATEST PHOTOGRAPH OF THE CANDIDATE
  15. SINGLE GIRL CHILD AFFIDAVIT AS PER KVS PROFORMA, IF APPLICABLE
2. The details about documents to be submitted by the candidates are as follows
  - i) Self attested copy of Date of birth certificate.  
(Self-attested XEROX COPY of Certificate of proof of age in the form of a birth certificate issued by the authority competent to register births. This will include certificates from Notified Area Council / Municipality / Municipal Corporation / extract about the date of birth from records of Village Panchayat, Military Hospital and service records of Defence personnel.)



ii) For children applying under SC/ST/OBC (NCL)/EWS/BPL category, a certificate stating that the child belongs to the Scheduled Caste /Scheduled Tribe / EWS / OBC (Non-Creamy Layer) / EWS / BPL category (as applicable), issued by the competent authority in concerned State Government / Union Government must be provided at the time of admission. The certificate in respect of either of the parents may be accepted initially for the purpose of admission, if this certificate is not available for the child. However, the certificate in respect of the child has to be submitted within a period of 03 months from the date of admission.(If not submitted in three month the admission will stand cancelled)

a) BPL beneficiary certificate must be issued in the name of parents of the candidate. If parents are the members as per the approved survey list of BPL family then a certificate issued by competent authority in this regard must be submitted.

b) OBC Non creamy layer certificate issued in the name of parents/child should not older than 3 years i.e. it must be issued on or after 01/01/2018

iii).For children applying under "Differently Abled" category, a certificate from the civil surgeon / rehabilitation centre or any other competent authority defined by the Government of India O.M. No. 36035/5/88/Estt.(set) dated 4.5.1999 certifying the child to be handicapped, wherever applicable. In case, where the handicap of the child can be visually seen by the Principal of a Vidyalaya, the child may be accepted as handicapped even without a certificate. However, the parent may be advised to obtain the relevant certificate from the competent authority and submit the same to the Vidyalaya at the earliest.

iv) For children applying under a service category in which transfers are to be taken into account, a service certificate showing the number of transfers during the preceding 7 years duly signed and stamped by the head of Dept. bearing the name, designation and other relevant particulars in block letters.

(<https://kvsonlineadmission.kvs.gov.in/proformadocuments.html>)

v) In addition to Self-Declaration of Distance between School and Residence. The students selected under RTE may be asked to give a certificate of distance from residence to the school, if required.

**LAST DATE OF DOCUMENTS VERIFICATION AND ADMISSION- 29/06/2021**

**Note:-** If the provisionally selected candidates do not submit valid documents/ do not turn up by the last date i.e. 29/6/2021 then his/her claim for admission will be automatically cancelled and next list from waiting list will be generated.

The verification of documents will be done by the members of admission committee and if found correct as per KVS ADMISSION GUIDLINESSS then only admission will be granted.

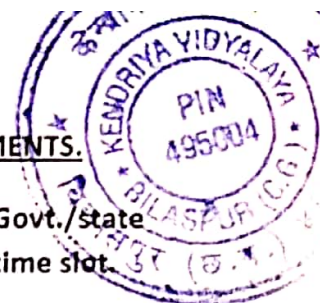
The fee can be paid through offline mode from any branch of UNION BANK OF INDIA by challan or online using student unique ID.

For online payment visit the site- <https://epay.unionbankofindia.co.in/kvfee/default.aspx>

Pay fee and send receipt to class teacher by email/whatsApp.

If any document or ADMISSION FORM found incorrect as per KVS ADMISSION GUIDELINES then ADMISSION process cannot be further proceeded.

**SCHEDULE FOR SUBMISSION OF FILLED ADMISSION FORM WITH REQUIRED DOCUMENTS.**



Kindly follow the schedule given below and SOP of COVID-19 issued by central Govt./state Govt./local administration. Parents are requested to report Vidyalaya main gate as per time slot.

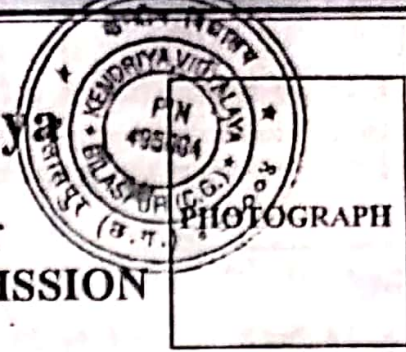
SR NO	DATE	TIME SLOT	CANDIDATE
1	23/06/21 TO 28/06/21	8.30AM TO 9.30AM	PROVISIONALLY SELECTED(RTE LIST) SR NO 1 TO 20
2	23/06/21 TO 28/06/21	9.30 AM TO 10.30AM	PROVISIONALLY SELECTED(RTE LIST)SR NO 21 TO 40 PROVISIONALLY SELECTEDD.A.CANDIDATES.
3	23/06/21 TO 28/06/21	10.30AM TO 11.30AM	PROVISIONALLY SELECTED (SER.CAT. 1) SR NO 1 TO 25
4	23/06/21 TO 28/06/21	11.30 AM TO 12.30PM	PROVISIONALLY SELECTED (SER.CAT. 1) SR NO 26 TO 50
5	23/06/21 TO 28/06/21	12.30 PM TO1.30PM	PROVISIONALLY SELECTED (SER.CAT. 1) SR NO 51 TO 75
6	23/06/21 TO 28/06/21	1.30PM TO 2.30PM SINGLE GIRL CHILD AND KV WARD.	PROVISIONALLY SELECTED (SER.CAT. 1) SR NO 76 TO

All the admissions will be granted strictly as per KVS Admission guidelines 2021-22. For more information kindly go through KVS Admission guidelines 2021-22.

(3)



केन्द्रीय विद्यालय  
Kendriya Vidyalaya  
BILASPUR



प्रवेश के लिए प्रार्थनापत्र  
APPLICATION FOR ADMISSION

क्रम सं० Sr.No. ....

1. विद्यार्थी का पूरा नाम Name of Student .....
2. ईस्वी संवत् में जन्म-तिथि (अंकों में)  
Date of Birth (in figures) .....
3. आयु (प्रसंगाधीन वर्ष की 1 अप्रैल को) वर्ष माह दिन  
Age (as on 1st April of the Year) Year ..... Month ..... Days .....
4. राष्ट्रियता Nationality .....
5. माता-पिता का व्यौरा : माता पिता  
Details of Parents : Mother ..... Father .....
- (i) पूरा नाम Full Name .....
- (ii) व्यवसाय Occupation .....
- (iii) कार्यालय का नाम, पूरा पता व दूरभाष संख्या  
Name of office and full address with Tel. No. ....
- (iv) पूर्ण आवासीय पता व दूरभाष संख्या  
Full residential address with Tel. No. ....
- (v) मूल वेतन सम्बद्ध वर्ष की 1 अप्रैल को  
Basic pay as on 1st April of the year .....
- (vi) प्रसंगाधीन वर्ष के 31 मार्च तक पिछले  
7 वर्षों में हुए स्थानान्तरणों की संख्या  
No. of transfers during last 7 years .....
- (vii) माता-पिता की श्रेणी Category of parent .....
6. स्थानीय अभिभावक का पता (यदि हो)  
Name & address of local guardian (if any) .....
7. अन्तिम विद्यालय जहाँ पढ़ा हो  
Name & address of the school last attended with class .....
8. क्या यह केन्द्रीय विद्यालय था या मान्यता प्राप्त/अमान्यता प्राप्त विद्यालय था  
Whether it was a Kendriya Vidyalaya, Recognised/Unrecognised School .....
9. विगत परीक्षा परिणाम Result of last examination .....
- अंकों का प्रतिशत Percentage of marks .....
10. जिस कक्षा में प्रवेश चाहिए Class to which admission is sought .....
11. लिये जाने वाले प्रस्तावित विषय  
Subject proposed to offer .....
12. क्या स्थानान्तरण प्रमाण-पत्र संलग्न है ? हां/नहीं  
Whether the transfer certificate is attached ? Yes ..... No .....
13. स्थानान्तरण प्रमाण-पत्र की संख्या व तिथि  
No. & Date of transfer certificate .....
14. मातृ भाषा Mother tongue ..... गृह नगर Home Town .....
15. क्या विद्यार्थी अनुसूचित जाति/जनजाति से है ?  
Whether the student belongs to Scheduled Caste /Tribe .....

P.T.O.

Counter signed TC (V orwarus) .....

## DECLARATION BY THE PARENTS

मैं एतद्वारा घोषणा करता/करती हूँ कि मेरे द्वारा दी गई उपर्युक्त सूचना मेरी जानकारी में सत्य है।

I hereby declare that the above information furnished by me are correct to the best of my knowledge.

मैं विद्यालय नियमों से प्रतिबद्ध रहूँगा/रहूँगी। I shall abide by the rules of the Vidyalaya.

Date .....

Signature of Parents

### FOR THE OFFICE USE ONLY

1. प्रमाणित किया जाता है कि मैंने आवेदन-पत्र और सम्बद्ध कागजातों की जांच कर ली है।

Certified that I have checked the application form and the relevant papers are found in order.

Admission Incharge

2. सम्बद्ध कागजातों के निरीक्षणोपरांत एवम् शुल्क प्राप्तोपरांत कक्षा ..... वर्ग ..... में प्रवेश दे।

Please admit ..... to class ..... section ..... after checking the relevant papers and realise the dues.

Date .....

PRINCIPAL

दाखिला दिया गया Admitted to Class ..... Section .....

प्राप्त धन का विवरण

Details of amount received :

शुल्क रसीद संख्या

Fee Receipt No. ....

प्रवेश शुल्क

Admission Fee .....

छात्र निधि

Pupils Fund .....

योग रु०

Total Rs. ....

तिथि

Dated ..... issued

शिक्षा शुल्क

Tuition Fee .....

विज्ञान शुल्क

Science Fee .....

कक्षा उपस्थिति पंजिका में नाम दर्ज किया गया।

Name has been entered in the Class Attendance Register.



Class Teacher

प्रमाणित किया जाता है कि समस्त प्रविष्टियां छात्र पंजिका में दर्ज की गईं एवम् शुल्क का भुगतान इस कार्यालय/कक्षा अध्यापक के द्वारा प्राप्त किया गया।

Certified that all the entries have been made in the Scholar's register and the dues have been realised by Office / Class Teacher.

विद्यार्थी की छात्र पंजिका संख्या

खण्ड

The S.R. No. of the student is ..... Vol. ....

Date .....

Office Incharge

FILE

Date .....

PRINCIPAL

### CHECK LIST OF DOCUMENTS

Fresh

KV/Army TC

ADM Form No. : .....

Original TC No. : .....

Date of Birth Certificate : .....

Dated : .....

Residence Proof : .....

Duplicate Copy of TC : .....

Blood Group : .....

Movement Order : .....

Affidavit (if any) : .....

RO Verification (if any) : .....

Counter signed TC (V onwards) : .....

Service Certificate : .....

5

**ANNEXURE – I**

**Self-Declaration Format**

I \_\_\_\_\_, Father/Mother of Master/Miss

\_\_\_\_\_ age \_\_\_\_\_ years, resident of \_\_\_\_\_  
(complete address), do hereby declare that the information given admission form of the admission in  
Kendriya Vidyalaya, \_\_\_\_\_ and in the enclosed documents is true to the best of my knowledge  
and belief and nothing has been concealed therein. I am well aware of the fact that if the information  
given by me is proved false / not true at any point of time, admission has be dimmed cancelled and will  
liable to punishment as per guidelines of KVS and the benefit accrued by me or my ward shall be  
summarily cancelled.

Date:-

Place:

Signature of the Parent/Guardian

# सेवा प्रमाणपत्र / Service Certificate

( केन्द्रीय सरकार / Central Govt.)

प्रमाणित है कि श्री / श्रीमती ..... कार्यालय / मंत्रालय में नियमित कर्मचारी के रूप में कार्यरत हैं। वे रक्षा सेवा / केन्द्रीय रिज़र्व पुलिस बल / सीमा सुरक्षा बल / एन.एस.जी. / एस.पी.जी / सी.आई.एस.एफ. / केन्द्रीय सरकार स्वायत्त संस्था अथवा सार्वजनिक क्षेत्र के उपक्रम, जो पूर्ण या आंशिक रूप से केंद्र सरकार से वित्त-पोषित हैं, के नियमित कर्मचारी हैं तथा उनकी सेवा अस्थानांतरणीय है / पूर्ण भारत में कहीं भी स्थानांतरणीय है।

Certified that Shri/Smt. .... is working as regular employee in the Office / Ministry of ..... He/She is an employee of Defence Service / CRPF / BSF / NSG / SPG / CISF / Central Govt. / Autonomous Body / Public Sector Undertaking fully financed / partially finance by the Central Govt. and his / her services are non-transferable / transferable anywhere in India.

कार्यालय अध्यक्ष के हस्ताक्षर  
(नाम, पद और कार्यालय की मोहर सहित )  
Signature of head of the Office  
( With Name, Designation and Office Stamp)

स्थान/Place .....

दिनांक/Date .....

कार्यालय का पूर्ण पता और दूरभाष संख्या/ Complete address and Telephone No. of office  
.....

# Service Certificate

(राज्य सरकार / State Govt.)

प्रमाणित है कि श्री / श्रीमती ..... कार्यालय / मंत्रालय में नियमित कर्मचारी के रूप में कार्यरत हैं तथा उनकी सेवा अस्थानांतरणीय है / पूर्ण राज्य में कहीं भी स्थानांतरणीय है।

Certified that Shri/Smt. .... is working in the Office / Ministry of ..... and his / her services are non-transferable / transferable anywhere in State.

कार्यालय अध्यक्ष के हस्ताक्षर  
(नाम, पद और कार्यालय की मोहर सहित )  
Signature of head of the Office  
( With Name, Designation and Office Stamp)

स्थान/Place.....

दिनांक/Date.....

कार्यालय का पूर्ण पता और दूरभाष संख्या/ Complete address and Telephone No. of office

.....





# स्थानांतरण संख्या प्रमाण पत्र / CERTIFICATE OF NUMBER OF TRANSFERS

मैं, ..... नाम ..... (रैंक / पदनाम) ..... (कार्यालय), एतद द्वारा प्रमाणित करता / करती हूँ पिछले सात साल(31/3/2021) में एक स्थान से दूसरे स्थान पर मेरे ..... (अंकों व शब्दों में) स्थानांतरण हुए जिनका विवरण नीचे दिया गया है।

I,.....(Name).....(rank/designation) of ..... (office), do hereby certify that during the past 7 years (up to 31.03.2021) I have been transferred ..... Times (in figures & in words) from one station to another, the details of which are given as under:-

स्थान से / Office /Unit and Place	अवधि दिनांक से / Date of joining the Office/Unit	अवधि दिनांक तक / Date of release from the Office/Unit	ठहरने की अवधि / Period of Stay ( in months)	स्थान तक / Transferred Office / Unit and Place	दूरी (किमी)/ Distance between the two Office (in km)	स्थानांतरण आदेश संख्या / Transfer Order No.

मैं जनता /जानती हूँ कि यदि उपरोक्त तथ्य गलत पाए गए तो मेरा बच्चा केंद्रीय विद्यालय में प्रवेश के लिए अयोग्य हो जायेगा।

I know that if the above mentioned facts are found incorrect, my child will be disqualified for admission in Kendriya Vidyalaya.

स्थान/ Place .....  
दिनांक/ Date .....

माता /पिता के हस्ताक्षर  
Signature of Parent

9

प्रतिहस्ताक्षर / Countersignature

में, ..... नाम ..... (रैंक / पदनाम) ..... (कार्यालय), एतद  
द्वारा प्रमाणित करता / करती हूँ कि उपरोक्त विषय विवरण को कार्यालय-आलेखों से जांच लिया गया है व  
सही पाया गया है।

I, ..... (Name) ..... (rank/designation) of  
..... (unit/ department) hereby certify that the particulars given in above have been  
authenticated by the records held in the office and found correct.

स्थान/ Place .....

दिनांक/ Date .....

सक्षम अधिकारी के हस्ताक्षर  
(नाम, पद और कार्यालय की मोहर सहित)  
Signature of Competent Authority  
(with Name, Designation and Office Stamp)

कार्यालय का पूर्ण पता एवं दूरभाष संख्या .....  
Complete Address and Telephone No. of Office .....

टिप्पणी / Note :

एक स्थान पर ठहरने की अवधि कम से कम छह मास होनी चाहिए।

1. Minimum period of posting / stay at a place should be minimum six months.

10

# Self Declaration for distance between school and residence

I ..... father/mother of .....  
bearing Application Submission Code .....declare  
that the radial distance between school and our residence  
is .....km.

Date:.....

Signature of the parent



# SINGLE GIRL CHILD

Rs. 100/- Stamp paper ( Notary) Affidavit

I.....aged.....years, Indian  
Inhabitant occupation .....Resident of  
..... is mother/father of  
..... Date of Birth..... Submitting  
my undertaking to the Head of the Institution in Class I Vide KVS Admission Guidelines  
2021)

- 1) I hereby declare that Miss..... is the only girl child in my family ( with no male/female sibling). I understand that it shall be my sole responsibility to inform you about any change in status of single girl child in the family immediately, if and when it occurs.
- 2) I am also aware that in case it is detected at any time that the affidavit sworn by me is false, appropriate action will be taken by the school authorities and KVS against me.

Signature of father

Signature of mother

Residential address with  
Contact number:

Solemnly affirmed at .....  
This.....day of.....20.....

BEFORE ME

Explained and Identified by me,

Advocate

(12)